



Publications Bulletin

UNITED STATES ARMY PUBLISHING AGENCY, ALEXANDRIA, VA 22331-0302

99-4 (Revised)

Fall 1999

Army-wide Publishing Conference

An Army-wide conference, "Army Publishing—2000 and Beyond," is being scheduled and coordinated to chart a course for the future of Army publishing that will extend well into the 21st Century.

This conference will be co-hosted by the Office of the Administrative Assistant to the Secretary of the Army and the U.S. Army Publishing Agency (USAPA). It will provide a special opportunity for a core group of executives and functional experts based throughout the Army to share information on publishing issues and to exchange ideas on the impact and application of emerging technology. Products of working sessions will focus on development of a shared plan to influence the allocation of Army resources, as well as drafting of a White Paper for senior Army leadership approval and signature.

Further details on the conference are still in the early planning stages. Results of this important event will be covered in future editions of the *Publications Bulletin*.

The USAPA point of contact for this article is Fred Wied at DSN 221-6298 or commercial (703) 325-6298 or e-mail fred.wied@usapa.army.mil.

Closure of USAPA's Pentagon Publications Counter (PPC)

USAPA's Publications Counter, Room 1B928 in the Pentagon, will be closed effective 1 October 1999. Since 1993, USAPA has provided this exclusive service to Pentagon account holders and official visitors. Under the "Less Paper" policy that went into effect in December 1998, the Army has chosen to replace paper departmental administrative publications and forms with electronic media whenever possible. The products that were stocked and issued from the PPC will no longer be available in paper; therefore, our mission of providing these paper publications has become nonessential.

Pentagon customers can use the Army Electronic Library CD-ROM (EM 0001), the USAPA web site (www.usapa.army.mil), or the IMCEN managed HQDA Enterprise Network (HEN) to obtain their electronic administrative publications and forms. For most titles, they can choose the electronic file that best suits their

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Director's Corner

Several charts we use in our Agency briefing to visitors, to our new employees, and to officials representing our customers are about our customers. We have different kinds of customers—

- 151 different proponent offices responsible for developing the content appearing in over 30,000 official publications (and forms) titles for which we provide a variety of publishing services, and
- 25,000 account holders representing about 1,500,000 actual users (military and civilian) of those publications and forms titles (or products).

You are very important to us. We are making your interests part of our business culture. We

recently revised our Agency's Strategic Plan to formally include our customers. We are going to apply *your* goals, objectives, needs, and expectations to our business planning, process improvements, and decision-making.

Many articles in this *Bulletin* are about some of the ways we are becoming more pro-active in getting to know all our customers better and meeting your needs. Please read them.

We'll be conducting more training for our customers and we'll be visiting a number of installations in the next year. Help us help you. Let us know what your publishing needs are and we'll do whatever we can to satisfy them.

EMIL S. NAZZARO
Director

needs, in either the reference-friendly IBM or printer-friendly ADOBE formats. We apologize for any inconvenience this closure may cause.

The USAPA point of contact for this article is Mr. Tom Harman at DSN 328-0546 or commercial (703) 428-0546.

Over 100 Attend Publications Control Officer (PCO)/Forms Management Officer (FMO) Training Workshop

USAPA conducted a PCO/FMO training workshop on 28 and 29 July at a local hotel. Attendees came from Germany, Alaska, Hawaii, Puerto Rico, California, New York, and many states in between. The Pentagon was also represented including the Office of the Administrative Assistant to the Secretary of the Army.

Mrs. Sandra Riley (the Deputy Administrative Assistant to the Secretary of the Army) and Mr. Emil Nazzaro (the Director of USAPA) welcomed over 100 people at Opening Remarks. In addition to many PCOs and FMOs, our guests included Chiefs of Administrative Services and

Records Management and information management personnel. Participants said they really benefited from the training and liked the round table discussion training table concept. Four tables (Forms, Publications, Electronic Publishing, and Logistics Management) conducted continuous 2-hour sessions. Training table leaders conducted "hands on training." The electronic publishing and logistics management tables used computers and LCD projectors to walk the attendees through our Army Electronic Library CD-ROM and the USAPA Home Page; including electronic publications and forms. We hope to have another training workshop in about a year.

The USAPA point of contact for this article is Ms. Paula Kerr at DSN 221-6290 or commercial (703) 325-6290.

USAPA Strategic Planning Process

Technological advances, new management models, public demands, and declining resources are among the many factors that are contributing to far-reaching changes throughout the Federal government.

USAPA has adopted an integrated planning process that helps align the Agency with long-term Army direction and “best in industry” practices, while striving to ensure delivery of high quality products and services to customers, partners, and stakeholders. Within the framework of the Army Performance Improvement Criteria (APIC), USAPA senior leaders have developed the following set of goals to focus and drive future organizational performance:

- **Leadership Goal:** Support a positive environment and be accountable to each other, to employees, and to customers.
- **Strategic Planning Goal:** Use a formal planning process to make business decisions and to set direction.
- **Customer and Market Focus**
 - **Goal:** Learn and understand customer goals, objectives, needs, and expectations.
 - **Goal:** Earn a reputation for providing value-added products and services.
 - **Goal:** Make optimal use of available resources.
- **Information and Analysis Goal:** Rely on an integrated management information system (people, processes, data, funds, and equipment) to make business decisions.
- **Human Resource Focus**
 - **Goal:** Affirm human dignity, mutual respect, and trust in the workplace.
 - **Goal:** Recognize employee abilities and provide opportunities for development of individual potential.
- **Process Management Goal:** Recognize trends and customer needs, and apply them to the way we do business.
- **Organizational Results Goal:** Prove that the agency is a “Center of Excellence” through data

that validate organizational goals and strategic planning objectives.

Our planning process continues to evolve as we factor in new information from customers, USAPA employees, market competitors, and changes in the Agency’s operating environment. We look forward to learning and improving as we integrate these goals into our daily business practices.

The USAPA point of contact for this article is Mr. Fred Wied at DSN 221-6298 or commercial (703) 325-6298.

Millennium Madness!

Yes, it’s true! Some of the certificates have the Y2K bug in the form of “nineteen hundred and” or “19” pre-printed in the text of the certificate. For those of you that stock and issue Department of the Army certificates, you need to check your stock before January 1, 2000, to determine if you’ve been infected!

Here’s the list of certificates that will be revised for the year 2000. The current stock that you’ve been using will be obsolete. Unfortunately, as soon as you throw the old stock away, you’ll probably have occasion to need it. Our suggestion is to keep some of the old certificates in your bottom desk drawer until the transition is made (what’s that saying? “Once they’re gone, they’re gone?”).

- DA Form 134, ROTC Training
- DA Form 136, ROTC Advanced Training
- DA Form 254, National Defense Cadet Corp Training
- DA Form 1290, Warrant Officer Commission
- DA Form 2163, ROTC Distinguished Military Student
- DA Form 2164, Distinguished Military Graduate
- DA Form 4872, Promotion to Non-Commissioned Officer
- DA Form 4873, Certificate of Appointment of Command Sergeant Major
- DA Form 4874, Certificate of Promotion to Specialist Grades

- DA Form 4980-2 and -3, Distinguished Service Cross
- DA Form 4980-4, Silver Star
- DA Form 4980-5, Bronze Star
- DA Form 4980-6, Soldier's Medal
- DA Form 4980-7 and -8, Distinguished Flying Cross
- DA Form 4980-9, Air Medal
- DA Form 4980-10, Purple Heart
- DA Form 4980-11, Legion of Merit

In addition to the DA certificates listed above, DD Form 1A, Officer's Commission, and DD Form 363A, Retirement, are also being revised and will have a January 2000 issue date.

The revised certificates will be available for requisition from the USAPA Distribution Operations Facility on 1 January 2000. Requisitions dated **after** 1 January 2000 will be filled with the new stock. Requisitions dated **prior to** that date will be filled with the current (old) stock.

The USAPA point of contact for this article is Ms. Barbara Levister at DSN 328-0573, commercial (703)428-0573, or E-mail barbara.levister@usapa.army.mil.

Update Your Stock of Certificates

Due to recent personnel changes on the Army Staff, it is recommended that all activities review their stock of Department of the Army Awards and Certificates to ensure that only the most current versions are stocked.

Implementing Defense Department Policies and Procedures Within Army

All Department of Defense (DOD) policies and procedures that apply to the Department of the Army (policies or procedures) must be implemented in an official and authorized Army publishing media. Consequently, there must be an Army-level "functional" office that is responsible for implementing the DOD policies and procedures.

DOD-level organizations, such as the U.S. Transportation Command, cannot be shown as the proponent in an Army publication or on an Army blank form. Only the Army-level "functional" office that is responsible for implementing the DOD policy or procedure will be shown as the proponent.

All actions regarding publications and blank forms must go through your publications control officer (PCO) or forms management officer (FMO) prior to being forwarded to USAPA; these actions must not come directly to us from the authoring offices, bypassing the proper PCO/FMO.

Annual Printing Reports Are Due

Annual printing and duplicating facility reports are due on 1 November 1999. Reports should be forwarded through channels to Director, USAPA, ATTN: JDHQSV-PAM-M. Commands and agencies that operate facilities must submit the forms listed in revised AR 25-30 (The Army Publishing and Printing Program) dated 21 June 1999, paragraph 11-42b.

Standard Joint Committee on Printing forms replaced several DA Forms this year. The new forms are available on the USAPA E-Forms web site. The 21 June 1999 edition of AR 25-30 is also available on the web site.

The point of contact for this article is Mr. David Osborn at DSN 328-0533 or commercial (703) 428-0533.

UPDATE Handbooks—Follow-up

USAPA is in the process of converting the publications contained in the UPDATE handbooks to standalone publications (see article "UPDATE Handbooks" in *Publications Bulletin*, Summer 1999). When all the publications within a certain handbook are available on the Army Electronic Library (AEL) CD-ROM or on our web site (<http://www.usapa.army.mil>), those publications will no

longer be available in UPDATE handbooks. We are superseding (replacing) the handbooks with the AEL CD-ROM. We are not superseding any of the individual Army regulations or DA pamphlets contained in the handbooks. These UPDATE handbooks will not be available for you to order.

The following table shows the UPDATE handbooks that have been replaced with the AEL CD-ROM. Notice that some of the individual publications contained in the UPDATE handbooks are obsolete.

Publication Title & Publication Number	Publication Proponent	Publications Included
All Ranks Personnel, Issue Number 15 UPDATE 5-15	DCSPER DCSPER Obsolete DCSPER Obsolete Obsolete Obsolete	AR 600-9 AR 614-30 AR 630-5 AR 635-10 AR 640-2-1 AR 640-10 AR 672-5-1
Reserve Components Personnel, Issue Number 23 UPDATE 1-23	DCSOPS DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER DCSPER CAR CAR CAR CAR CAR DCSPER CAR	AR 135-2 AR 135-7 AR 135-18 AR 135-91 AR 135-100 AR 135-133 AR 135-155 AR 135-175 AR 135-178 AR 135-180 AR 135-200 AR 135-205 AR 135-210 AR 135-381 AR 140-1 AR 140-10 AR 140-30 AR 140-50 AR 140-111 AR 140-158 AR 140-185
Unit Supply, Issue Number 14 UPDATE 2-14	DCSLOG DCSLOG DCSLOG DCSLOG DCSLOG	AR 700-84 AR 710-2 AR 735-5 DA Pam 710-2-1 DA Pam 710-2-2
Maintenance Management, Issue Number 14 UPDATE 3-14	DCSLOG DCSLOG DCSLOG	AR 750-1 DA Pam 738-750 DA Pam 750-35

Publication Title & Publication Number	Publication Proponent	Publications Included
Officer Rank Personnel, Issue Number 14 UPDATE 6-14	DCSPER Obsolete DCSPER PERSCOM	AR 614-100 AR 624-100 DA Pam 600-3 DA Pam 600-11
Enlisted Ranks Personnel, Issue Number 16, Update 7-16	Obsolete DCSPER DCSPER DCSPER	AR 600-200 AR 601-280 AR 614-200 AR 635-200
Physical Security, Issue Number 3 UPDATE 10-3	DCSOPS DCSOPS DCSOPS DCSOPS DCSOPS DCSOPS	AR 190-11 AR 190-12 AR 190-13 AR 190-51 DA Pam 190-12 DA Pam 190-51
Evaluation, Issue Number 6 Update 11-6	DCSPER DCSPER DCSPER	AR 623-1 AR 623-105 AR 623-205
Military Occupational Classification and Structure (MOCAS), Issue Number 6 Update 12-6	DCSPER Obsolete Obsolete Obsolete	AR 611-1 AR 611-101¹ AR 611-112¹ AR 611-201¹

¹AR 611-101, AR 611-112, and AR 611-201 have been superseded by DA Pam 611-21 (Military Occupational Classification and Structure) dated 31 March 1999. DA Pam 611-21 is available on the USAPA home page in PDF format.

The following table shows the UPDATE handbooks that have **not** yet been completely replaced with the AEL CD-ROM. Several of the publications are in USAPA now being revised and should be completed in the near future. When that occurs, those UPDATE handbooks will be replaced with the AEL CD-ROM.

Publication Title & Publication Number	Publication Proponent	Publications Included
Morale, Welfare, and Recreation, Issue Number 16, Update 4-16	ACSIM Obsolete DCSPER ACSIM Obsolete	AR 215-1 AR 215-2 AR 215-3 AR 215-4 AR 215-5
Finance, Issue Number 13 Update 8-13	ASA(FM&C) Obsolete Obsolete	AR 37-101-2 AR 37-104-3 AR 37-106

The USAPA point of contact for this article is Mrs. Juanita H. Maberry at DSN 328-0592 or commercial (703) 428-0592.

Online Availability of Department Of Defense (DOD) Directives and Instructions

The Defense Technical Information Center and the Correspondence and Directives Directorate, Washington Headquarters Services have online availability of DOD directives and instructions through the World Wide Web.

This online service provides instant access to the directives and instructions databases. You can access the databases from the USAPA home page (<http://www.usapa.army.mil>) from "Links of Interest and Other Publications Related Sites" or by going directly to <http://web7.whs.osd.mil/corres.htm>.

The Logistics Management Division, USAPA, no longer receives paper copies of these directives and instructions; therefore, library copies are no longer being maintained.

The USAPA point of contact for this article is Mrs. Vera M. Balwinski at DSN 328-0550 or commercial (703) 428-0550.

Order Processing/Customer Service at the USAPA Distribution Operations Facility (DOF)

In April, the USAPA DOF began processing orders on a daily basis. Orders received now are being picked and packed generally within 3 to 5 days of receipt.

Prompt, accurate ordering will eliminate the need for emergency requests. Special requirements for upcoming classes, inspections, fieldings, etc., should be considered as normal requirements and orders submitted accordingly. Some special requirements do justify an emergency request. These orders, however, can be processed using the USAPA web site Publications Ordering System and submitted as a regular resupply requisition. After ordering, please call the DOF Customer Service Representative (DSN 693-

7305, Ext. 266 or 268; or commercial (314) 263-7305, Ext. 266 or 268) and explain the emergency requirement. The order will then be prioritized and shipped by United Parcel Service using their 3-day delivery service.

The USAPA point of contact for this article is Ms. Sue Johnston at DSN 693-7305, Ext. 250 or commercial (314) 263-7305, Ext. 250.

Obtaining Status of Your Order via the USAPA Web Site

Did you know that you could check the status of your resupply order within 2 days of submission by accessing our web site at <http://www.usapa.army.mil>?

Once you have logged on, click on "Publications Ordering and Subscription System." On the next screen, click on "Order Status Inquires, Reports & Validation." The next screen gives several options. Click on "Resupply Activity Report." Enter your account number and click on "submit report." Your resupply activity report for the last 180 days (6 months) will be displayed. The status code identifies the action taken on each publication or form requested. For an explanation of the status codes, return to "Order Status Inquiries, Reports & Validation," and click on "Status Codes" (click on "back" twice to get to this screen). The codes will be displayed with a definition for each code. Any additional questions may be directed to the USAPA-Distribution Operations Facility, Customer Service at DSN 693-7305 Ext. 266 or 268; or commercial (314) 263-7305 Ext. 266 or 268. You may also reach the USAPA DOF by E-mail at usapa-of.custs@arpstl-pub1-emh1.army.mil.

The USAPA point of contact for this article is Ms. Sharon Ray at DSN 693-7305 Ext. 253 or commercial (314) 263-7305 Ext. 253.

ETMs Available Through Resupply

Here is the latest list of ETMs that have been produced by the U.S. AMC Logistics Support Activity. All of the products listed below are now

available for requisitioning through normal resupply channels. So that you receive future revisions, we're providing the initial distribution number (IDN) for each product. Please submit your DA 12-Series subscription requirements now. Just cite the IDN and the quantity you require. The unit of issue is "CDROM."

			Nomenclature	Title	IDN
			EM 0049	Trailer-Cargo, Semi, Utility, Tank	391024
			EM 0051	Helicopter, Blackhawk EH-60A	323663
			EM 0052	Truck, Cargo, Palletized Load System (PLS)	381029
Nomenclature	Title	IDN	EM 0053	Helicopter Armament System	313660
EM 0030	High Mobility Multipurpose Wheeled Vehicle (HMMWV)	381028	EM 0055	Forklift and Material Handling Equipment	256435
EM 0033	Smoke Generator and Smoke Grenade Launcher	401104	EM 0056	Helicopter, COBRA AH-1F	313662
EM 0035	Armored Combat Earthmovers (ACE)	372450	EM 0057	Helicopter, (IROQUOIS) (Huey) UH-1H	313661
EM 0036	Tracked Recovery Vehicle, M578, M88A1	372471	EM 0058	Helicopter, KIOWA Warrior OH-58D	313666
EM 0037	Truck, Multifuel, 2 ½-Ton, M35, M36	381031	EM 0059	Telephone Sets, Switching Equipment	360184
EM 0038	Heavy Equipment, Expanded, Tactical Mobility Truck (HEMTT)	381032	EM 0060	Helicopter, KIOWA OH-58C	313665
EM 0039	Truck, 5-Ton Series, Cargo, Dump, Tractor	381030	EM 0061	Helicopter, APACHE AH-64	313664
EM 0040	Carrier, Personnel M113	372454	EM 0062	Multiple Launch Rocket System (MLRS), M270	323438
EM 0041	Howitzers	372453	EM 0063	CEV, M728	372452
EM 0042	Heavy Equipment Transporter (HET)	381033	EM 0064	TOW-Ground, Air and Vehicle Systems	323439
EM 0043	INF/CAV Fighting Vehicle, M2/M3	372455	EM 0065	Mortar, Small Arms, Mount	401103
EM 0044	Armored Vehicle Launcher Bridge (AVLB)-M60, M48A5	372457	EM 0067	Hellfire Missile System	323480
EM 0045	CBR Material-Masks, Decontamination, Alarms	280821	EM 0068	Test Equipment-General	344614
EM 0046	Cleaners, Steam Pressure	256470	EM 0069	Abrams Main Battle Tank (M1A1)	372451
EM 0047	Stringer Missile-Ground/Air	323440	EM 0070	Utility Vehicles (CUCV)	381055
EM 0048	Truck, Tractor, 14-20-Ton, M915, M916, M920	381060	EM 0071	Radio Ground, SINGCARS	360183
			EM 0072	Tool and shop set-Tank/Automotive	212082
			EM 0075	Mobile Subscriber Equipment (MSE)	360181
			EM 0076	Tracked Vehicle-M981, M992-Series	372478
			EM 0077	Water Purification, Supply	256437

Nomenclature	Title	IDN	Nomenclature	Title	IDN
EM 0078	Carrier General, Full Tracked, Armored	372477	EM 0118	Aircraft, Fixed-Wing, C-12 Series	313739
EM 0079	Radio Equipment—Tactical and Strategic Communications	360480	EM 0119	Tractor, Full-Tracked (Dozers)	256475
EM 0080	Radio Teletype and Related Equipment	360182	EM 0120	Field Artillery Ammunition Support Vehicle (FAASV)	372482
EM 0083	Chinook, CH-47D	313713	EM 0123	Industrial Machinery and Manufacturing Equipment	256476
EM 0084	Binoculars, Periscopes and Telescopes	410453	EM 0124	M1A2 ABRAMS	372483
EM 0086	General Sets and Related Power Equipment	256436	EM 0125	HOWITZERS, Towed	401120
EM 0087	Petroleum Tanks, Pumps and Related Equipment	256438	EM 0127	Laundry, Bath, Vector and Hygiene Equipment	256479
EM 0093	Mines, Mine Clearing and Replacement Equipment	401114	EM 0128	Common, Electronic Equipment	360622
EM 0094	Meteorological Equipment	256460	EM 0131	Clothing and Individual Equipment	256483
EM 0099	Boresighting Equipment	410450	EM 0132	Air Drop and Delivery Equipment	256490
EM 0101	Dragon Missile System and Related Equipment	323477	EM 0134	Anticounter Intrusion Devices	360660
EM 0106	JAVELIN Missile System	323481	EM 0136	Bridges, Floating/Fixed, Assault and Related Equipment	256489
EM 0107	NBC Vehicle, FOX, M93A1	280832	EM 0141	Field Artillery Data System	401126
EM 0109	Crane, Wheeled and Tracked	256463	EM 0142	Training Devices, Simulators and Targets	401129
EM 0110	Excavating/Construction Equipment	256466	EM 0143	Air Defense Systems and Related Equipment	323493
EM 0111	Integrated Family of Test Equipment	344649	EM 0144	Installation Kits, SINCGARS	360704
EM 0112	Small Unit Support Vehicle (SUSV)	381068	EM 0149	Audio Visual and Pictorial Equipment	344665
EM 0113	Joint Stars (JSTARS)	360580	EM 0150	Compressors and Support Equipment	256498
EM 0114	NAVSTAR Global Positioning System (GPS)	360508	EM 0151	Coordination and Control – Avionics	360761
EM 0115	Scrapers, Graders and Scoop Loaders	256465	EM 0152	Digital Transmission Assemblages, AN/TRC	360745
EM 0116	All Source Analysis System (ASAS)	344659			
EM 0117	Howitzer, Heavy, Self-Propelled, 8 Inch	372481			

Nomenclature	Title	IDN	Nomenclature	Title	IDN
EM 0153	Shelters, Tents, Milvans and Camouflage Equipment	256499	EM 0174	Food Service Equipment	344676
EM 0154	Ground Photo System Process and Interpretation	344666	EM 0176	Ammunition Surveillance Test & Procedures	256504
EM 0158	Power Supplies, Light Sets and Battery Chargers	256500	EM 0179	Multiple Integrated Laser Equipment Management System	313788
EM 0159	Radar Set, Firefinder, AN/TPO-36/37	360800	EM 0180	Warranties	344684
EM 0161	Antennas, Masts & Related Equipment	212094	EM 0181	Test Equipment – Aviation & Avionics	313786
EM 0162	Demolition, Munitions & Related Equipment	401119	<p>All subscription updates and resupply requisitions must be transmitted electronically to the U.S. Army Publishing Agency's host system, using one of the following:</p> <ul style="list-style-type: none"> • Customers Support Subsystem (CSS) Software (DOS Application). This is available on the Army's Electronic Library (EM 0001): E-mail to: usapa@pubs.army.mil • World Wide Web (WWW)— http://www.usapa.army.mil <p>The USAPA point of contact is Ms. Rosita Effinger at DSN 328-0542 or commercial (703) 428-0542.</p>		
EM 0163	Stano, Navigation, Laser, IR, Battlefield Illumination System	360786			
EM 0164	Computer Equipment – Tactical & General	360791			
EM 0165	Topographical, Survey & Drafting Equipment	256502	<p>Change in IDN</p> <p>TM 9-1000-202-14, "Evaluation of Cannon Tubes," dated 1 February 1999, has been printed with an incorrect initial distribution number (IDN) of 571976. The IDN should read 371976.</p>		
EM 0167	TACTICAL Fire Direction System (TACFIRE)	360801			
EM 0168	Installation Kits, Electronic Equipment & Radio Sets	212095			
EM 0169	Satellite Communications Equipment	360802			
EM 0170	Electronic Warfare & Intelligence Equipment	431057			
EM 0171	Aviation Electronic Shops & Related Equipment	212096			
EM 0172	Calibration Procedures	344675			
EM 0173	Radio Equipment – Avionics	360804			

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